

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 November 1958

FROM : Chief, Management Training Faculty

SUBJECT: Weekly Activities Report No. 46
12 - 18 November 1958Introduction to Supervision

1. Introduction to Supervision for GS 9-11 started 17 November with 15 students, 8 DDI, 6 DDS, and 1 from the Office of the DCI. Eighteen were enrolled but three cancelled before the course began.

Management (Special)

1. After a detailed analysis of the mechanics of construction of the Workshop used at the University of Chicago, [redacted] discussed with [redacted] the apparent scope and nature of the effort necessary to adapt this technique for use in the proposed Special for the Office of Communications. [redacted] is going to town on this "Command General post exercise". It will be a lively and significant addition to my staff.

1. [redacted] and [redacted] of the Registrar's Office, to develop a more efficient method of checking on "no-shows" on the first morning of each course. Also discussed were problems involved in "Green Sheet" data and the advisability of preparing clearer statements for the OTR catalog.

2. [redacted] of the A&E Staff to further evaluate the "In-Basket" problem used in the Management course. A content analysis survey of test results in several colleges was received by [redacted] from the contractor. These test results were compared to a number of responses given by Agency personnel and the differences were noted. That is, there are no differences in any major or significant responses that have been brought up - and I think because [redacted]

(over)

~~CONFIDENTIAL~~

Approved For Release 2004/05/05 : CIA-RDP60-00594A000100010040-5

shown up so far. This is essentially an A & E research project, however, and it will have to go a lot further before any conclusions can be drawn that will be of use to Mag. Trg. Meanwhile, the exercise itself is serving as an A-1 teaching device.